CERTIFICATION OF BASMATI RICE

0. Introduction

The scheme for compulsory quality control and pre shipment inspection of Basmati Rice was introduced with effect from 19 April 1980 in pursuance of the Ministry of Commerce and Civil Supplies Notification Nos. S.O. 1025 & 1026 dated 19 April 1980. Based on the experience gained and keeping in mind the objective of the development of export trade of India, the above notifications were superseded by Ministry of Commerce notification no.S.O. 2538 and 2539 dated 14. 9. 1990.

Based on the notifications two systems of certifications are being followed for basmati rice namely:
   A. Consignment wise Inspection (CWI) system
   B. In-Process Quality Control (IPQC) system

A. Consignment wise Inspection for Basmati Rice-

1. General

1.1 Under the consignment wise inspection (CWI), each consignment is inspected and tested by Export Inspection Agency. Under the system the samples are drawn, inspected and tested for verifying the conformity of the consignment to the notified standards. Tests are carried out in the EIAs laboratory. Only on passing the field inspection and tests in laboratory, the certification of inspection is issued by Export Inspection Agencies.

1.2 An exporter intending to export shall process the consignment of Basmati rice so as to conform to any of the three grades, namely, Special, A or B based on the characteristics prescribed in respect of these grades specified in the notification.

1.3 The graded basmati rice shall be packed in standard new gunny bags/ Poly propylene bags with following informations:
   (1) name and address of the exporter
   (2) Variety (raw or parboiled)
   (3) Grade (Special, A or B)
   (4) Lot No.
   (5) Gross weight & net weight
   (6) Produce of India
   (7) Shipping Mark

1.4 The premises used for preparation and storage of basmati rice for export requires to be maintained free from insanitary conditions and infestation by rodents and insects.

2. Notice of Inspection

2.1 An exporter intending to export Basmati Rice is required to give an intimation for
inspection in duplicate as per Proforma given at Annexure – I, to the nearest office of the Export Inspection Agency.

2.2 The intimation for inspection needs to be given

(a) not less than two days before the inspection is to be carried out at the premises situated at the same station as the office of the Export Inspection Agency; and
(b) not less than ten days before the inspection is to be carried out at the premises which are not situated at the same station as the office of the Export Inspection Agency.

3 Place for inspection

3.1. The inspection will be carried out by Export Inspection Agency either at the port of shipment or at the premises of the packer or any other premises where the goods are offered by the exporter provided adequate facilities for the inspection exist therein. It will be the responsibility of the exporter to provide the facilities for inspection.

3.2 In addition to the inspection at the premises mentioned in 3.1 above, the agency will have the right to exercise such supervision of the inspected consignments at any place of storage, in transit or at wharf before the actual shipment as it may consider necessary for satisfying the purpose of compulsory pre shipment inspection scheme.

4. Basis of Inspection

Inspection of the Basmati Rice meant for export will be carried out with a view to seeing that the same conforms to the standard specifications recognized under Section 6 of the Export (Quality Control and Inspection) Act, 1963

5. Procedure of Inspection

5.1 On receipt of the intimation for inspection, the Export Inspection Agency will get the consignment examined. For the purpose of examination, representative samples will be drawn from each lot offered for inspection. A lot in this context will mean the total number of bags of the same variety and grade offered for inspection under one intimation

5.2 For the purpose of drawing samples the inspecting officer will select the bags according to the scale of sampling given below.
Sampling for Basmati Rice in Bags

<table>
<thead>
<tr>
<th>No of bags in the lot</th>
<th>Scale of sampling for Basmati Rice in Bags</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 30</td>
<td>All</td>
</tr>
<tr>
<td>31 - 300</td>
<td>30</td>
</tr>
<tr>
<td>301 - 1000</td>
<td>50</td>
</tr>
<tr>
<td>1001 - 2000</td>
<td>100</td>
</tr>
<tr>
<td>2001 - above</td>
<td>5%</td>
</tr>
</tbody>
</table>

Scale of sampling for Basmati Rice in Bulk

<table>
<thead>
<tr>
<th>Quantity of Rice (Tonnes)</th>
<th>Number of the spots to be sampled</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
</tr>
<tr>
<td>Up to 300 tonnes</td>
<td>30</td>
</tr>
<tr>
<td>301 to 1000 tonnes</td>
<td>50</td>
</tr>
<tr>
<td>1001 and above</td>
<td>100</td>
</tr>
</tbody>
</table>

5.3 The selection of bags/spots for inspection will be done at random and should cover bags/spots from various positions and depths in the stack.

5.4 For drawal of primary sample from each selected bag an appropriate sampler such as tube sampler or bag-trier etc. will be used. The sampler shall be inserted diagonally in such a way that it reaches the centre of the bag. All the primary samples so drawn from the lots will be thoroughly mixed to form a homogeneous composite sample weighing 2.5 kg. The composite sample will be divided into 3 final samples weighing each 500 gms. Each final sample will be packed in a cloth bag with identification tag and will be closed and securely sealed. The identification tag will contain Intimation No., Date of Sampling, Lot No., Variety and Grade declared, Name, Designation & Signature of Inspecting Officer. Out of 3 final samples, one will be sent to the Laboratory under code for analysis, the second handed over to the exporter under proper acknowledgement and third retained in the Export Inspection Agency office for future reference.

5.5 Selected bags for sampling will be sealed using lead seal and sealing pliers bearing EIC monogram as a mark of identification of sampled bags.

5.6 The following sampling procedure will be adopted when the consignments of basmati rice are shipped in containers: -
( a ) there should be no necessity of sealing each bags by EIA officers. The basmati rice should be stuffed into containers in the presence of Inspecting Officers;
( b ) once the containers is fully stuffed it is to be sealed by the Inspecting Officers.
(c) the fact that the containers has been sealed with EIC seal, should be recorded in the inspection certificate.

5.7 On completion of sealing and drawal of samples, the inspecting officer will prepare a Field Inspection Report in respect of each consignment.

5.8 If the lot, after analysis of sample, does not conform to the declared variety and grade, the lot will be rejected and a rejection letter issued and the exporter/processor will be required to return the seals affixed on the sampled bags. The exporter/processor will be further permitted to re-grade the lot.

5.9 If the exporter desires, the exporter’s sample may be tested in the presence of senior officers of EIA and EIC and a representative from the trade.

5.10 Each final sample drawn during spot checks will be packed in a cloth bag with identification tag and shall be securely sealed. The identification tag will contain intimation; No. date of sampling, lot No, variety and grade declared, and Name, Designation and Signature of the Inspecting Officer. Out of the three final samples, one will be sent to the laboratory under code for analysis, the second handed over to the exporter under proper acknowledgement and third retained in the Export Inspection Agency office for future reference.

6 Testing of samples in the Laboratory

6.1 The samples of basmati rice received in the laboratory will be analysed for different characteristics mentioned in the specification.

7 Certificate of Inspection

7.1 Export Inspection Agency will issue the certificates of inspection as per Annexure II after the consignment/lot (s) has/have duly passed. The first three copies of the certificates will be given to the exporter, fourth copy sent to Export Inspection Council, New Delhi and the fifth copy retained by the Agency for its official records. For rejected lots, a rejection letter as at Annexure - III will be issued with reasons of rejection.

7.2 The Exporter will be required to get the cleared lot (s) duly fumigated within forty five days of the date.

7.3 Certificate of inspection will be valid for the period of fifteen days from the date of fumigation

7.4 In case the certificate of inspection has expired before the expiry of the period of sixty days from the data of inspection, the certificate of inspection may be revalidated, after subjecting the lot(s) covered by the certificate to fresh fumigation, as per clause 7.5 above. Validity of certificate will, in any case, not exceed sixty days from the date of inspection of the lot(s) by Export Inspection Agency.

7.5 In case of material covered by the certificate is not shipped within sixty days from the date of inspection, the consignment shall have to be re-inspected after charging
necessary inspection fee, before fresh certificate of inspection is issued.

8 Fumigation

8.1 Fumigation as at 7.2 and 7.3 will be required to be carried out by any of the approved fumigation agencies in a manner specified at Annexure-IV

8.2 All charges towards the fumigation of basmati rice will be borne by the exporter and paid directly to the fumigation agency and a certificate to this effect will be obtained as per Annexure V

9 Inspection Fee

9.1 A fee at the rate 0.4% of FOB will be paid by the exporter to the Export Inspection Agency as inspection fee. The inspection fee will be paid in advance along with intimation for the inspection by Cheque or Bank Draft or Indian Postal Order drawn in favour of Export Inspection Agency concerned. The exporter also has to open a Deposit Account with the Export Inspection Agency for this purpose.

10 Appeal

Any exporter aggrieved by the refusal of the Export Inspection Agency to issue the certificate of inspection, may, within 10 days of the receipt of the communication of such refusal prefer an appeal which will be referred by the Agency to a Panel of Experts consisting of not less than three, but not more than seven persons appointed for the purposes by the Central Government. The appeal will be disposed of within fifteen days from its receipt. The decision of the panel in such appeal will be final.
B. IN-PROCESS QUALITY CONTROL SCHEME FOR BASMATI RICE

0. GENERAL

0.1.1 Under the In-process Quality Control (IPQC) Scheme, only those units having all the prescribed facilities to produce sound product shall be approved for processing and packing Basmati Rice for export under their own supervision and control. Accordingly, exercising total surveillance of the entire processing operation to ensure quality of the product shall be the responsibility of the processor themselves and the main duties of Export Inspection Agencies (EIAs) shall be to ensure that the norms of approval are being followed by the approved units. This shall be done through a system of surveillance to include monitoring and supervisory visits by EIAs and corporate audits by EIC. In this system, any unit of Basmati Rice approved as per norms given hereunder shall be permitted to issue certificates of exportworthiness for individual consignments itself without any inspection and analysis by the EIA prior to certification.

1. DEFINITIONS

For the purpose of this Scheme, the following definitions shall apply:

1.1 Processor - A processor shall mean any unit which processes basmati rice from paddy or from any other intermediate stage using brown basmati rice (raw or parboiled) or milled basmati rice (raw or parboiled).

1.2 Processing Unit – In the processing unit the basic raw material may be paddy, brown basmati rice (raw or parboiled) or milled basmati rice (raw or parboiled).

2.0 NORMS FOR APPROVAL

2.1 Surroundings and construction

   a) The surroundings of units, which are under the physical control of the processor, shall be such as not to pose any sanitary problems
   b) The building shed shall be maintained satisfactorily.
   c) The working rooms shall be maintained in good repair.

2.2 Raw Material Control

   a) The raw material may be paddy, brown basmati rice (raw or parboiled) and milled basmati rice (raw or parboiled)
   b) Specifications shall be laid down in detail for the raw material by the processing units.
   c) Inspection and analysis shall be conducted on the material to ensure quality by comparing them with the laid down specification. At the time of actual feeding of raw material, samples should be drawn at
regular intervals and analyzed. The results shall be tabulated indicating the date, variety and quantity represented by the sample;

Such inspection and analysis shall be conducted on the basis of laid down sampling plan and procedures;

Systematic method shall be adopted in segregating accepted/rejected lots so as to effectively avoid mix up.

2.3 **Process Control**

Detailed process specification shall be laid down for different stages of processing namely:

(i) hot soaking, steaming and drying in case of par-boiled rice etc
(ii) removal of husk;
(iii) removal of bran
(iv) polishing
(v) sieving
(vi) cleaning
(vii) grading
(viii) sortex/finishing operation

Adequate in-process inspection shall be carried out during different stages of processing.

2.4 **Product Control**

Product i.e. basmati rice so obtained shall confirm to laid down specifications. Final inspection and analysis shall be conducted on the processed product to ensure quality of the product and its conformity to the notified specifications.

Such inspection and analysis is to be carried out on the basis of laid down sampling plan.

2.5 **Metrology Control**

The laboratory equipment like moisture meter, balance etc. should be calibrated.

Sieves, grinding stones/rubber rollers etc. should be checked periodically.

The frequency of such calibration and checks should be laid down.

2.6 **Minimum Sanitary and Hygiene Requirements**

Basmati Rice shall be processed and packed for export only by a unit approved by the Agency. For this purpose the unit shall satisfy the minimum facilities as specified below.

2.6.1 **General Sanitation**
The entire premises used for processing, storage and packing Basmati Rice shall be maintained in good hygienic and sanitary conditions. Accumulations of dust, cobwebs, objectionable foreign matters like Mammalian excreta, stone, etc., shall not be present in the premises. Such materials shall be removed on a daily cleaning schedule.

Open gutters shall be flushed and always kept clean. Toilets in the premises shall be maintained with a high degree of cleanliness and adequate facilities provided for workers to wash their hands and feet with running water using soap.

All machines, equipments, utensils, etc. coming in contact with Basmati Rice shall be maintained clean without permitting dust accumulation and harborage of insects, weevils and other pests.

Processing premises should be provided with exhaust fans to control air circulation in processing hall.

The entrance door to the processing hall shall be fitted with wire mesh door/air curtains.

2.6.2 Drying yard.

The open yard used for sun drying of Basmati Rice shall be cemented and properly covered with suitable netting, adequate to prevent entry of birds.

Open sides of the drying yard shall be skirted by cemented single brick wall of sufficient height and all openings to the yard suitably closed in order to prevent entry of rodents into the yard.

2.6.3 Storage

Basmati Rice shall be stored separately. In the particular area where Basmati Rice is stored, no other products shall be stored.

Basmati Rice shall be filled only in new gunny bags and such gunny bags stored in an area where other products are not stored.

Basmati Rice packed in new gunny bags ready for export shall be stacked 30 centimeter away from walls and on wooden pallets at the bottom.

Final products meant for export shall not be handled or stored in the room used for machines that generate dust.

Outlet of machines that bring out light particles, extraneous matters and dust shall be properly secured to avoid such materials being wind-blown or otherwise carried into other areas and thus being admixed with final products.

2.6.4 Control of Animals, Rodents, Birds and Pests

All openings leading to outside of the premises such as, gates, drain outlets, etc. shall be fitted with suitable grills/wire meshes to prevent entry of animals and rodents, etc.

All windows, ventilators, gaps between the roof and wall and other openings that permit entry of birds into the godown shall be suitably secured to ensure that birds do not enter the godowns.
If built-in foot-steps have been provided for godowns, doors of such godowns shall be fitted with trap-planks that prevent entry of rodents. Suitable number of rodent and pest repeller devices of required rating shall be fitted in all godowns. Periodic pest control of the premises by spraying or fumigation shall be done using one of the fumigants depending upon type of infestation. The godown floors shall be at a height of at least 18” from the ground level in order to avoid entry of rainwater in the godown.

2.7 **Equipment and Metrological Control**

- The unit shall have its own laboratory facilities with all necessary equipments and chemicals to carry out analysis and testing of basmati rice for the purpose of export.
- Unit shall have competent and qualified trained personnel to carry out testing of basmati rice.
- The unit shall check few instruments in relation to their history cards for its accuracy and proper calibration as per laid down frequency.

2.8 **Personnel Hygiene**

- Responsibility is required to be fixed of the Supervisor to check personnel hygiene of the employees.
- Workers are apparently free from communicable disease, open sores and worms or any other source of contamination.
- Workers to be medically examined after each illness from contagious diseases.
- Worker to be provided with sufficient sets of clean work dress.

2.8 **Packing**

Detailed specification shall be laid down for packing material and tests carried out on small pack/master cartons/bags.

2.9 **Maintenance of records**

Necessary records related to all the above aspects shall be maintained systematically in order to ensure effective control on the system and this shall be made available to the agency as and when required.

2.10 **Transportation facilities**

It shall be ensured that the finished products are transported under hygienic conditions.

3. **PROCEDURE FOR APPROVAL**

3.1 The unit shall apply for grant of approval to the concerned EIA (through its nearest office) in the prescribed proforma (Annexure-VI) with requisite application fee of Rs. 5,000/-. Attested/ certified copy of the consent letter issued by the pollution
control board concerned. If no consent letter is given, the period of approval shall be for the period of three months.

3.1.1 The application in the prescribed format shall be accompanied by the documents as given in the application form.

3.2 If the application is found to be complete in all respects and it is established prima-facie that the IPQC facilities are to the desired level, the EIA will depute an officer of the rank of not less than AD to conduct a survey of the unit within ten days.

3.3 On the basis of survey report, if the unit is considered as satisfying the norms of IPQC approval, the EIA will arrange a visit by an Inter-Departmental Panel (IDP) of experts constituted for the purpose within 15 days. The panel shall be constituted from among the following comprising not less than 3 members including the convener:

- A representative of APEDA
- A representative of IARI
- A representative of FCI,
- A representative of Haryana/ Punjab Agriculture University;
- Jt. Commissioner (S&R) Min. of Consumer Affairs G.O.I
- Dy. Director (F&A) - EIA– Convener.

3.4 Based on satisfactory IDP visit approval will be granted for a period of two years and decision will be communicated to the unit by the Agency. An approval number will be allotted to the unit.

3.4.1 No provisional or conditional approval will be accorded. In case any deficiencies are observed by IDP, these would be verified before according approval.

3.4.2 If the unit does not meet the norms specified, the findings of the IDP visit will be communicated to the processor by the EIA for rectifying the defects and making further request for reassessment which will be carried out by IDP or as recommended by IDP. If the unit is not ready for reassessment within 3 months, or is found deficient by the IDP convener during reassessment, the application will be rejected. The unit will however be free to apply afresh for approval.

3.4.3 In case, an approved unit is shifted to new premises with the same managerial/technical/ labourers etc. and is following the same procedures and practices in its operation, the processing units may be granted approval in the new premises subject to verification by the officers of EIAs.

4 RESPONSIBILITIES OF PROCESSING UNITS

4.1 Under the IPQC Scheme, the entire processing operations to ensure quality of the product will be the responsibility of the processor himself. The responsibilities of the processor under these rules are as given below:

i) to carry out-processing operations in hygienic conditions under the supervision of experienced personnel of the unit.
to draw samples at various stages of processing and from the finished product for the purpose of tests. For the purpose of examination representative sample shall be drawn from each lot offered under IPQC certification. A lot in this context shall mean total number of bags of same variety and grade offered for inspection under one IPQC certificate.

For the purpose of drawing samples the inspecting officer shall select the bags according to the scale of sampling given below:

<table>
<thead>
<tr>
<th>NO. OF BAGS IN A LOT</th>
<th>NO. OF BAGS TO BE SAMPLED</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPTO 30</td>
<td>ALL</td>
</tr>
<tr>
<td>31-300</td>
<td>30</td>
</tr>
<tr>
<td>301-1000</td>
<td>50</td>
</tr>
<tr>
<td>1001-2000</td>
<td>100</td>
</tr>
<tr>
<td>2001-Above</td>
<td>5%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUANTITY OF RICE (TONNES)</th>
<th>NO. OF SPOTS TO BE SAMPLED</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPTO 300 TONNES</td>
<td>30</td>
</tr>
<tr>
<td>301-1000 TONNES</td>
<td>50</td>
</tr>
<tr>
<td>1001 AND ABOVE</td>
<td>100</td>
</tr>
<tr>
<td>NO. OF SPOTS TO BE SAMPLED</td>
<td></td>
</tr>
</tbody>
</table>
ii) to evaluate the results of the samples tested and decide on the conformity of these samples to the prescribed specifications and to take remedial action wherever necessary;
iv) to evaluate of inspection and laboratory testing results to decide their conformity with the prescribed specifications.
v) to decide whether the lots of basmati rice processed and packed are export worthy or not on the basis of inspection carried out as per rule;
vi) to carry out the instructions issued by the Council from time to time.

4.2 If, at any time, there is any difficulty in maintaining the conformity of the product to the specification for any reason, production for export shall be suspended under intimation to the agency.

4.3 On completion of corrective actions, the unit may resume production for export under information to the Agency.

4.4 The processing of Basmati Rice for export shall be resumed only after the same is approved by the Agency in writing.

4.5 The Processing operations shall be subject to check by the Agency officers as and when found necessary

4.6 The processing unit shall cover ‘all exports’ under IPQC certification.

5. SURVEILLANCE OF APPROVED UNITS

A three-tier surveillance system is being adopted by the EIC/EIAs to supervise the operation of the IPQC Scheme by the approved units:

5.1 Monitoring Visits

5.1.1 The monitoring visits to an approved unit would be carried out at a frequency of minimum once in three months depending upon the performance of the units based on:

? Reports of surveillance visits in the previous year;
? Reports of analysis of samples drawn during monitoring visits;
? Quality complaints received from the foreign buyers;

During the Monitoring Visits, the Inspecting Officers will draw three sets of samples, from any consignment available and meant for exports, one for laboratory, one as referee sample and one for the exporter from the finished product, pack in standards new gunny bags/ poly propylene bags with the following informations.

? Name and address of processor/exporter.
? Variety (raw & parboiled)
? Grade (Special, A & B)
? Lot No.
? Gross weight & Net weight
? Produce of India.
? Shipping mark.

The scale of sampling will be given in Sl. No. 4.1 above will be followed.

The selection of bags/spots for inspection shall be done at random and will cover bags/spots from various positions and depth in stack.

For drawal of primary sample from each selected bag, an appropriate sampler such as tube sampler or bag- drier etc. be used. One third of the sampler shall be inserted diagonally in such a way that it reaches center of the bag. All the primary samples drawn from the lots will be thoroughly mixed to form a homogenous composite sample weighing 2.5 kg. The composite sample shall be divided into three final samples each weighing 500 grams. Each final sample shall be pack in a cloth bag with identification tag and shall be securely sealed and one of these shall be sent to the laboratory, the second handed over to the exporter under proper acknowledgement and third retained in the Export Inspection Agency office as referee sample for the future.

Note: In case of any failure of sample tested/drawn during monitoring visits, the Agency shall subject all subsequent consignments to spot checks till such time three consecutive consignments are found conforming to the prescribed specifications.

5.2 SUPERVISORY VISITS

Supervisory visits to check compliance to the norms as well as quality of monitoring by EIAs would be conducted by EIAs at the frequency of approximately once in six months.

5.2.1 In pursuance of this report, the Agency would communicate to the unit within seven days the observations and recommendations for effecting necessary improvements within a stipulated period.

5.2.2 If any discrepancies are observed in process quality control exercised by the unit till such time as necessary improvements is made by the unit, the frequency of spot checks would be increased by the Agency.

5.2.3 The unit shall take adequate steps to implement the recommendations made by the Agency within the stipulated period and shall immediately thereafter intimate the Agency in writing of having done so, to enable the Agency to verify the adequacy of implementation of the recommendations.

5.3 CORPORATE AUDITS

Internal Audits of each Agency under the corporate audit mechanism will be carried out from EIC at the frequency of once every year. These will comprise:

? Examination of records of processor maintained by the agency like reports of visits, lab reports etc.
Visit by the audit team to some of the units.

6 Guidelines for dealing with unsatisfactory reports of visits and/or test reports.

6.1 All deficiencies observed during any visit to the processor’s establishment including failure of samples tested will be conveyed to the processor through the Corrective Action Report (CAR) duly signed by the EIA officer and representative of the establishment.

6.2 In case of minor deficiencies, the corrective actions will be verified by the officer conducting the next visit.

6.3 In case of major deficiencies, any one of more of the following actions may be taken depending upon seriousness of deficiencies.

   i) The explanation of the processor may be called with time frame for rectification.
   ii) The processor may be placed under spot check until the rectification is done and verified to EIA’s satisfaction by a visit and satisfactory test results of 3 consecutive consignments.
   iii) The processor may be advised to suspend production and export until rectification is done and verified by a visit.

6.4 Similar actions may be taken in case laboratory reports show failure in major requirements.

7. RENEWAL OF APPROVAL

7.1 The approved unit shall apply for renewal in the prescribed format with renewal fee of Rs. 5,000/- at least 60 days before the expiry of the earlier approval to the in-charge of the concerned EIA.

7.2 The approval may be renewed for a period of 2 years’ at a time on the basis of assessment conducted by IDP besides review of performance covering monitoring visits/supervisory visits, lab reports and complaints during then period of validity and a fresh certificate of approval shall be issued.

8. WITHDRAWAL OF APPROVAL

8.1 The approval accorded to a unit may be withdrawn with due approval of the head of the Agency, due to any of the following reasons:

   a) if the norms as laid down in clause 2 are not met;
   b) if the samples drawn for testing repeatedly fail to meet the notified standards;
   c) if the processor has violated/deliberately attempted to violate the provisions of the notification or instructions issued from time to time,
   d) if complaints are received from foreign buyers regarding the quality of Basmati Rice or on any other matter related to EIA approval and investigation.

8.2 In case the approval accorded under IPQC Scheme is withdrawn for any reason, the consignments of such units may be allowed for export based on consignment wise inspection system provided that the unit satisfies the requirements of such system.
9. **CERTIFICATION**

9.0 Certificate of Inspection may be issued either by the processor or the EIA as per details given below.

9.1 **Issue of Certificate by Processor.**

The IPQC approved units may issue the certificate of inspection themselves as follows:

- The processor exporter shall ensure that the Basmati Rice certified as exportworthy conforms to the specifications recognized by the Government/Export Inspection Council for the products.
- Certificate of inspection of Basmati Rice shall be issued in the prescribed Annexure-II.
- The certificate shall be issued by the official(s) authorised by the processor/exporter and such official(s) shall not be lower than the head of the Quality Control Department of the processing units.
- Name(s), designation(s) and specimen signatures of the official(s) authorised above shall be furnished by the processor exporter to the Custom Authorities at the port of shipments. The same should also be furnished to the nearest office of the EIA head quarter of the EIA.
- Blank certificate book can be obtained from the nearest office of Export Inspection Agency at the cost of Rs.20/- per certificate.
- Every certificate issued shall bear a distinct serial number, which will never be repeated, and the certificate shall be issued chronologically in the order of their serial numbers. In a given time only one book shall be used. All the certificates shall bear the date of issue.
- Certificate shall be neatly typed. There must be no over-typing/erasing. Correction, if any, must be countersigned by the certifying official of the unit.
- Since the system of certification is restricted to exports by the approved unit itself, name of the exporter and processor under Box 1 & 2 of the certificate should be the same. Their address may be different in case the processing unit and its registered office are situated at different places.
- Under box 12 “Description of goods” of the certificate, the approved unit must indicate the title as Basmati Rice as given in the relevant gazette notification.
- One copy of the certificates issued by the unit during the week shall be forwarded to the nearest sub office or Head Office of the EIA from where the processors/exporters were getting the certificate of inspection, on the last working day of the week alongwith the following:

  - A copy of the export invoice duly attested and carrying cross reference of the serial number and date of the certificate to which it relates.
  - A copy of the export contract indicating the contractual specifications of the products duly attested.
  - A demand draft or cheque drawn in favour of the concerned EIA covering the inspection fee prescribed for the products under IPQC.
system, for the consignments certified by the processor exporter during the last week.

- For any change in the FOB value in the certificate of inspection already issued the concerned office of the EIA through a letter incorporating therein the certificate number and date and details of changes made in the FOB Value. In case of upward revision of the value, proportionate additional inspection fee shall also be paid to the EIA.
- For the payment of inspection fee, the approved unit may also open a deposit account with the concerned office of EIA by paying initial lump sum and remitting further amount periodically depending on the quantum and value of the exports certified. For this purpose the unit shall operate a pass book system with the concerned EIA.

? If a certificate, after it is issued by the unit, is required to be cancelled, the original copy (Custom’s copy) of such certificate with endorsement of cancellation shall be forwarded to the concerned sub-office of the EIA. Another copy with similar endorsement should be sent to the head office of the concerned EIA.

? Whenever a fresh certificate is required to be issued in lieu of a certificate issued earlier and subsequently cancelled, the following entry may must be made in Box 15 Remarks, if any.

“  Issued in lieu of Certificate Book No. _______________Sr. No. _______________of _______________(date)”.

? In the event of cancellation of the certificate before its issuance, the unit must preserve all the 5 copies of the certificate.

? The IPQC unit shall submit a quarterly return to the Incharge EIA giving following particulars: -

a) Number and date of certificates issued.
b) Total FOB Value of the consignments certified.
c) Quantity and value of exports, country wise.
d) A statement of inspection fees paid to the EIA.
e) Details of complaints received and corrective actions taken.

9.2 ISSUE OF CERTIFICATE BY EXPORT INSPECTION AGENCIES.

? An exporter intending to export a consignment of Basmati Rice, processed under the in-process Quality Control Scheme, shall submit 5 copies of self certified inspection certificate to the office of the Export Inspection Agency under whose jurisdiction the unit is situated along with inspection fees at the prescribed rates, requesting for the issuance of necessary certificate for the purpose of export.

? The Export Inspection Agency shall issue IPQC certificate after deduction of inspection fee at the prescribed rate. The first three copies of the certificate shall made available to the exporter, fourth and fifth copy retained by Agency for records. For rejected lots a rejection letter is to be issued with reasons of rejection.
In case monitoring of consignment is required all the copies of certificate will be retained by the Dy. Director in charge of the scheme and will be released after clearance of monitoring.

? The IPQC certificates shall be valid for 45 days from the date of issuance by EIAs. The certificate of inspection may be revalidated for further period of 15 days after physical verification of the consignment. Validity of certificate shall in any case not exceed 60 days from the date of issuance by EIAs.

? In case material covered is not shipped within 60 days from the date of issuance of IPQC certificate the certificate will be treated as cancelled and inspection fee paid for such certificate will not be returned/readjusted.

? Subsequent to certification, the Export Inspection Agency shall have the right to re-assess the quality of the consignments in the godown, in transit or at the docks. In the event of the consignment being found not conforming to the notified standards specifications at any of these stages, the certificate of export worthiness originally issued by the Agency shall be withdrawn. In such cases, the final decision shall be taken by a senior officer of the Agency. If any defect is observed, the entire bags of the defective lot shall be detained.

? In case an approved unit seeks certificate from other offices of the respective agency or from the offices of other Agencies, the office issuing such certificates shall intimate the details thereof to the concerned office of the Agency under whose jurisdiction the approved unit is operating, for the purpose of effective monitoring of the performance of the unit.

10 FUMIGATION

The Exporter shall get export material (lots) covered under IPQC certification duly fumigated within 45 days of issuance of certificate. Fumigation may be got done by any of the approved fumigation agency, in a manner specified in Annexure-VII and certificate to this effect will be obtained. All charges towards fumigation of Basmati Rice shall be borne by the exporter and paid directly to fumigation agency.

11 INSPECTION FEE

Inspection fee at the @ 0.2% of FOB value shall be paid by the exporter to Export Inspection Agency as inspection fee. The inspection fee will be paid in advance along with inspection certificate by a bank draft in favour of concerned Export Inspection Agency.

Advance inspection fee calculated @ 0.1% of the average annual exports based on the last two years figures shall be paid for six months at the time of approval. Fees will be charged for all export and not only for export to EU. The exporter, if he desires may open a deposit account with Export inspection Agency for the purpose.
12. COMPLAINT

If a complaint is received from a forging buyers or consignment of Basmati Rice is detained by importing country on food safety ground etc. the EIA will follow the procedure given below:

- Complaint would be immediately referred to the concerned EIA.
- The exporter would be immediately placed ‘on alert’ by the concerned EIA which shall mean that frequency of monitoring will be increased to at least once a month and each consignment will need clearance by EIA before export.
- EIA will collect complete information from exporter as given below:

  Full particulars of consignment such as product name, quantity, grade along with attested copies of documents such as purchase order, letter of credit, certificate of export. Bill of lading, labs test report, location of consignment. If the processor has got his consignment where it was detained it is required to be surveyed by an independent surveyor in the country where it was detained. Such survey report shall be made available to EIAs.

- An immediate visit will be made by an EIA officer to check records and compliance to the norms.
- Based on assessment, the EIAs may:
  1. revoke ‘on alert’.
  2. resort to normal frequency of surveillance but continue with testing of next ten consignment.
  3. suspend production for export in case major deficiencies are observed.

13 ISSUE OF CERTIFICATE OF AUTHENTICITY FOR EUROPEAN UNION

13.1 EIC/EIAs have been designated by the Government of India for issuing Certificate of Authenticity for the consignments of basmati rice shipped from India to the countries of EU as per EC regulations for allowing the benefit of reduced import duty as per Annexure VII.

13.2 The following parameters have to be certified by EIAs for issuing certificates of authenticity:
  i) Region of cultivation
  ii) FOB value
  iii) Description of goods i.e. grade of Basmati Rice;
  iv) Rice meant for export is Basmati Rice;
  v) Quantity/packing

13.3 The following procedure is adopted for issue of certificates:

  i) Submission of the documents like invoice, affidavit, certificate of inspection issued by the exporter etc in respect of the consignment for which certificate of authenticity is required by the exporter. The EIA will verify that the consignment(s) are inspected/tested to ensure that they are basmati rice as per the provisions of the notification.
ii) The exporters will inform ‘Region and place of cultivation’ so as to confirm the origin of Basmati Rice through an affidavit.

iii) EIAs will attest the Certificate of Authenticity based on the verification/inspection and testing carried out by them. These certificates are stamped with EIC seal and signed by authorized signatories of EIAs.

iv) The details on the certificates include the certificate no. date of its issue, name of the buyer, consignee, value, quantity, gross weight and net weight etc.

v) After attesting the Certificate, first and second copies are given to the exporters for getting them attested by the Customs at the time of shipment and for sending these copies to their overseas buyer. The third copy is sent to Brussels, the EC HQs, on monthly basis, and the fourth copy is retained with EIAs for records.

vi) As per the EC requirement, the validity of Certificates of Authenticity is 90 days.

vii) In case the exporter so desires, the certificate of authenticity may be issued from EIA head office rather than the concerned sub office for saving time and better service to the exporter subject to fulfilling all other requirements.

viii) In case the date of validity of certificate of authenticity is over and there is request from the processor/ exporter for revalidation, sampling and testing of consignment(s) of basmati rice in the importing country and issue fresh certificate of authenticity, is being considered on merit. The issue of certificate of authenticity will be based on the test results. However, the exporter has to bear the cost of visit of EIA officials for drawal of samples and test.

14 APPEAL

Any exporter aggrieved by the refusal of the Export Inspection Agency to issue the certificate of inspection, may, within 10 days of the receipt of the communication of such refusal prefer an appeal which shall be referred by the Agency to a panel of Experts consisting of not less than three, but not more than seven persons appointed for the purposes by the Central Government. The appeal panel will dispose of the appeal within fifteen days from its receipt. The decision of the panel in such appeal shall be final.
**APPLICATION FOR INSPECTION**

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<th>Field</th>
<th>Data</th>
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<tr>
<td>Exporter’s Name &amp; Address</td>
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<td>Invoice No. &amp; Date</td>
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<td>Buyer’s Order No. &amp; Date</td>
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<td>To</td>
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<td>Manufacturer’s Name &amp; Address</td>
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<td>Details of the Manufacturer’s Seal, if any</td>
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<td>Inspection required on</td>
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<td>Vessel/Flight No.</td>
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<td>Probable Date of Leading</td>
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<td>Marks &amp; Nos.</td>
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<td>No. &amp; Kind of Pkgs.</td>
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<td>Description of Goods(*)</td>
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<td>Quantity</td>
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<td>FOB Value (in Rs.)</td>
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<td>Technical requirements including...</td>
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<td>Other Relevant Information</td>
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<td>Declarations: Certified that the goods</td>
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<td>declared above have been manufactured...</td>
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<td>applicable to them under the Act and that</td>
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<td>consignment conforms to the specification.</td>
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<td>Certified that the goods have been offered</td>
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<td>previously for inspection vide intimation</td>
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<td>and the defects as pointed out earlier</td>
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<td>Certified that no additional technical or</td>
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<td>quality requirements other than mentioned</td>
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### Notes

- Description should include grade, size and brand, if any.
- As motor car parts, components and accessories are covered under statutory preshipment inspection, exporter in this case would need to prefix the description of goods reproduced from Master Document-1 by typing “Components and Accessories fitted in” and fill in the quantity column accordingly.
# CERTIFICATE OF INSPECTION/IN-PROCESS QUALITY CONTROL

<table>
<thead>
<tr>
<th>Exporter’s Name Address</th>
<th>Invoice No. &amp; Date</th>
<th>COPY</th>
<th>Buyer’s Order No. &amp; Date</th>
<th>Grams: SHIPMENTQUALITY</th>
<th>Telex: 031-66351</th>
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<th>Manufacturer’s Name &amp; Address</th>
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<th>Details of the Manufacturer’s Seal, if any</th>
<th>VALID UPTO AND INCLUDING ………………</th>
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<td>CERTIFICATE NO. 03-</td>
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<th>Specification Reference</th>
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<th>Marks &amp; Nos.</th>
<th>No. &amp; Kind of Pkgs.</th>
<th>Description of Goods(*)</th>
<th>(As Declared by Exporter)</th>
<th>Quality</th>
<th>FOB Value (in Rs.)</th>
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<th>Remarks, if any</th>
<th>STAMP FOR F.O.B. REVISION</th>
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**CERTIFICATION UNDER INSPECTION SYSTEM**

It is hereby declared that the consignment as per details given above has been inspected as required under the Export (Quality Control and Inspection) Act.

It satisfies the conditions as applicable to it and is certified export worthy.

Date of inspection…………………………

OR

**CERTIFICATION UNDER IN PROCESS QUALITY CONTROL SYSTEM**

Signature

Name
It is hereby certified, on the basis of controls carried out, that the commodities as per details given herein are in Accordance with the standard specifications prescribed under the Export (Quality Control and Inspection) Act.

Designation

Date

(*) Description should include grade, size and brand, if any. @Refer to footnote in ‘Intimation for Inspection). (***) Strike out whichever is not applicable
REJECTION LETTER FORMAT

EXPORT INSPECTION AGENCY _____________

NO. EIA/

To
M / S._____________________
_____________________
_____________________

Sub : Pre shipment Inspection of ______________________________

Ref : Your Intimation No. ___________________ dated _____________

Dear Sirs,

With reference to your above mentioned intimation for inspection, this is to inform you that the consignment of ______________________________ was inspected and it was not found confirming to the specification recognized under Export ( Quality Control and Inspection ) Act, 1963. It is, therefore, regretted that the certificate of exportworthiness cannot be issued due to the following reason(s).

Reason (s) for rejection

1)  
2)  
3)  
4)  
5)  

Yours faithfully,

For Export Inspection Agency,
PROCEDURE FOR FUMIGATION OF BASMATI RICE

1) under atmospheric pressure (Tent fumigation)

   a) Use 2.0 kg to 2.8 kg methyl bromide for 100 cu. Metres at 25 degree centigrade and above and give 16 to 24 hours exposure.

   Note: a) at the rate of 2.00 kg. Methyl bromide per 100 cu. Metres, the duration of the exposure shall be 24 hours.
   b) at the rate of 2.8 kg. methyl bromide per 100 cu. metres, the duration of the exposure shall be 16 hours.

2) In Vacuum Chambers

   a) Use 2.8 kg. Methyl bromide per 100 cu. Metres at 250 degree centigrade and above at 28 inches vacuum pressure inside the fumigation chambers. Minimums duration of exposure shall be 3 hours.
CERTIFICATE OF FUMIGATION

This is to certify that the consignment of Basmati Rice as per details given below has been fumigated in Tents / Vacuum Chambers.

1) Name & address of the exporter : 

2) Basmati Rice : Raw / Parboiled 

3) Number of bags : 

4) Quantity packed in each bag : 

5) Details of sealing done by the Inspection Agency : 

6) Marks on the Packages : 

7) Name of the Fumigant used : 

8) Rate of application : __________kg. Per 100 cu. Metre. 

9) Duration of exposure in Vacuum / Tent : inches Vacuum Pressure 

10) Date of Fumigation : 

Signature : ______________________

Name & Designation : _____________

Seal of Fumigation : _____________ 

Agency 

Place : _____________

Date : _____________
APPLICATION FOR APPROVAL FORM

From:
M/s. ---------------------------
---------------------------------
---------------------------------

To
The Joint Director Incharge,
Export Inspection Agency-Calcutta/Bombay/Cochin

The Deputy Director Incharge,
Pilot Test House,
Bombay

Sir,

Please carry out the assessment of our establishment as required under the Rules.

We furnish below the information regarding facilities existing in our establishment.

We undertake that our establishment meet the stipulated as per the Rule ----------------.

Please find enclosed herewith DD/Cheque bearing No. ___________ for Rs. __________ towards application.

1. General
1.1 Name and address of the processing unit with telephone No/Telex No/Fax No
1.2 Name & Address of the registered office with telephone No/Telex No/Fax No
1.3 Production capacity per month
(a) Quantity
(b) Value
1.4 It the unit is hired/leased, full address of owner.
1.5 Weather the surrounding kept clean. Whether the unit is maintained in good hygienic condition to present rodent harborage and infestation ?
1.6 Value of export during proceeding three years ?
1.7 A list of machinery and equipment available be attached .
1.8.1 Is there any in house testing facility available.
1.8.2 Whether all required chemicals are available.
1.8.3 Whether tests conducted and proper records thereof
maintained.

1.8.4 List of testing equipment.
1.9 Is all the sections of units are kept clean.
2.0 Is there adequate veilation and lighting in all sections of the unit.
2.1 Is there adequate space for free movement in all the sections units for workers.
2.2 Is there restriction of entry into processing and packing area of unauthorised persons.
2.3 Whether workers provided with clean working cloth Apron and to prevent contamination of consignment with sweat and dust/dirt.
2.4 Is these arrangement in all the sections for preventing entry of rodents, birds and pegions.
2.5 Are the doors of all sections fitted with fly proofing and self closing device.
2.6 Is there adequate protection in the unit for loading and unloading of consignment during rainy season.
2.7 Facilities of toilets/washing for workers with liquid soap, disinfectant and towel.
2.8 Are the toilets having self closing doors and kept in clean.
2.9 Are the toilet away from processing area.
2.10 Whether the walls and floors of the premises are free from pits, crevices and peeling off.
2.11 Whether there is an adequate failities of fumigation.

3.0 Personnel
3.1 Number of workers
3.2 Number of supervisers
3.3 Number of technical personnals
(a) Production
(b) Inspection
(c) Testing and analysis
3.4 The Name/qualification/designation and experience of quality control chief.

4.0 Material control
4.1 Is there specification laid down for paddy/basmati rice.
4.2 Are inspection and test on paddy/basmati rice conducted based on laid down sampling plan and procedure?
4.3 Is there effective method systematically adopted in segregated the rejected items.

5.0 Process control
5.1 Are detailed process specifications laid down at different stages of processing?
5.2 Are production samples/guides available?
5.3 Is there any stage inspection and/or petrol inspection give (details)

6.0 Product Control
6.1 Are instruments serially numbered and calibrated at laid down frequency
6.2 Are final inspection and test conducted on finished rice based on laid down sampling plan (give details).
7.0 Metrological control
7.1 Are instruments serially numbered and calibrated at laid down frequency.

8.0 Preservation and packing control.
8.1 Are Products well preserved during storage and transit.
8.2 Are there specification laid down for packing and packing material and relevant test carried out on packages.

9.0 Documentation
9.1 Are essential records systematically maintained at all the above stage.

10 Other particular/remarks, if any

Place
Date

Yours faithfully

Signature
Name
Designation
Company Seal

List of enclosures
1. DD/Cheque No.
2. Date _____________
of Rs. ____________
3. Upto date lay out plan of establishment.
4. Certified copies of legal identity of establishment.
1. Exporter (Name and full address)  

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2. Consignee (Name and full address)  

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**CERTIFICATE OF AUTHENTICITY B**  

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<tbody>
<tr>
<td>BASMATI RICE</td>
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For ex  

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<th>No</th>
<th>DUPLICATE</th>
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Issued by (Name and full address of issuing body)  

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3. Region or place of cultivation  

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4. FOB value in US dollars  

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5. Number and date of invoice  

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6. Marks and numbers- Number and kind of packages – Description of goods  

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7. Gross weight (kg.)  

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8. Net weight (kg)  

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9. DECLARATION BY EXPORTER  

The undersigned declares that the information shown is correct/  

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<tr>
<td>Place and date:</td>
<td>Signature</td>
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10. CERTIFICATION BY THE ISSUING BODY  

It is hereby certified that the rice described above is BASMATI RICE and that the information shown in this certificate is correct.  

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<td>Place and date:</td>
<td>Signature:</td>
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11. CERTIFICATION BY COMPETENT CUSTOMS OFFICE OF COUNTRY OF EXPORT  

Customs formalities for export to the European Economic Community of the rice described above have been completed.  

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<tr>
<td>Type, number and date of export document:</td>
<td>Signature:</td>
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Name and country of Custom office:  

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<td>Signature:</td>
<td>Stamp:</td>
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12. FOR COMPLETENT AUTHORITIES IN THE COMMUNITY  

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